

NAF JOB VACANCY ANNOUNCEMENT

DEFENSE DISTRIBUTION SUSQUEHANNA PENNSYLVANIA (DDSP)
NONAPPROPRIATED FUNDS DIVISION
2001 MISSION DRIVE, (BLDG400)
ATTN: GLENDA B FRAZIER
NEW CUMBERLAND, PA 17070-5002
(717) 770-8010/DSN 771-8010

ANNOUNCEMENT NUMBER: NAF-04-003

TITLE: OPERATIONS CLERK, NF 0303-02
REGULAR PART-TIME (20 HOURS PER WEEK)
LOCATION: DDSP LODGING

OPENING DATE: March 05, 2004
CLOSING DATE: March 10, 2004
SALARY: \$10.00 PH

MAJOR DUTY DESCRIPTION: Performs a variety of administrative and clerical functions in support of the activity to which assigned. Receives and acts on internal request. Receives and reviews incoming documents for completeness. Sets up and maintains office files. Types various correspondence and reports. Monitors budgetary expenses. Tabulates statistical data into final format. Gathers data and documentation for special projects and prepares briefing support materials. Establishes maintains or controls suspense logs. Provides general information and assistance concerning office function, established procedures, etc.

QUALIFICATION REQUIREMENTS: 2 years of progressively responsible clerical or administrative work experience. Basic computer and math skill that indicates the ability to perform the duties as describe above. Must be able to type 40 words per minute. Must be able to communicate in English, orally and in writing.

CONDITIONS OF EMPLOYMENT: All required background checks of AR 215-3 and the Crime Control Act must be successfully completed and maintained, including NAC. A Health Assessment is required.

ELIGIBILITY AND AREA OF CONSIDERATION: Applicants who apply and who are determined to meet qualification requirements. Applications will be accepted from current Nonappropriated Fund employees serviced by this office. In the absence of sufficient well-qualified candidates from this source, applications (DA Form 3433) will be given consideration from former DA Nonappropriated Fund employees, eligibles from other Nonappropriated Fund activities and to applicants not employed by a Nonappropriated Fund.

EMPLOYMENT PREFERENCE: (1) **Military Spouses:** Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, and Reservist and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spousal preference and **a copy of the sponsor's PCS orders with the application for a position.** Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. (2) **Involuntarily Separated Military Members:** Preference will be given to eligible members of the Armed Forces and their Families members, who were involuntary separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214 or DD Form 1173 for Family members, or a copy of official letters from Department of the Army indicating eligibility. Priority Consideration (3) **Current and Former Nonappropriated Fund Employees.** (4) **Outside Applicants, Veterans.** (5) **Outside Applicants, Non-Veterans.**

EVALUATION METHODS: Candidates will be rated and/or ranked based on recency and relatedness of experience, appraisals and past performance by current supervisor, if available, special recognition and awards pertinent to the position applied for, self development and training directly related to the duties of the position to be filled.

HOW TO APPLY: Submit DA Form 3433 (NAF Application). **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

BACKGROUND CHECKS: Installation Records Checks (ICR) are required for all positions. All background checks are a condition of employment for all employees.

PHYSICALS: Employment is contingent upon successful completion of a physical.

EQUAL OPPORTUNITY: Defense Logistics Agency Nonappropriated Funds are Equal Opportunity Employers.

REASONABLE ACCOMMODATION: Defense Logistics Agency Nonappropriated Funds provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case by case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures.

Mail Applications to:

NAF Personnel
2001 Mission Drive, Bldg 400
New Cumberland, PA 17070

If you have any questions or comments regarding this announcement, please contact:
Glenda B Frazier, Human Resources Specialist, commercial 717 770-8010 or mail at
glend.frazier@dla.mil

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